



City of Austin - JOB DESCRIPTION



Accountant Supervisor

| | | | |
|--------------------|-----------------|----------------------|--------------------|
| FLSA: | Standard/Exempt | EEO Category: | (20) Professionals |
| Class Code: | 18360 | Salary Grade: | AE8 |
| Approved: | July 14, 1999 | Last Revised: | February 01, 2008 |

Purpose:

This position provides both day-to-day supervision of a small group of professional accountants and clerical personnel and accounting services within the corporate accounting function; reports to the Corporate Accounting Manager.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews/prepares periodic internal and external financial statements, supporting schedules, and related notes, and periodic reports to regulators to ensure accuracy and compliance with generally accepted accounting principles and regulatory requirements.
2. Reviews/prepares periodic reports for Budget Office.
3. Provides expert assistance to departments and other customers in designing automated or manual systems, implementing internal controls and accounting/reporting procedures, designing/preparing special reports, and interpreting financial data.
4. Supervises staff involved in preparing and/or reviewing financial transactions or may prepare and/or review financial transactions to ensure that transactions are processed in accordance with City policy, applicable laws and regulations, and sound business practices.
5. Explains City policy and procedure to auditors and regulators and resolve audit differences.
6. Researches special topics, including new accounting requirements; may prepare reports or presentations; develop recommendations for implementation of new accounting requirements.
7. Carries out work plans to achieve program or section goals.

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of financial reporting in conformity with generally accepted accounting principles.
- Knowledge of accounting practices and concepts.
- Knowledge of preferred business practices.
- Knowledge of manual and automated financial systems.
- Knowledge of internal control systems.
- Knowledge of supervisory and management theory.

Minimum Qualifications:

- Graduation from an accredited four-year college or university in a field related to Accounting twenty-four (24) hours in accounting, plus four years of accounting experience which includes 1 year of lead/supervisory experience.
- Four years toward a five year accounting degree, plus four (4) years accounting experience of which includes 1 year of lead/supervisory experience.
- A Master's degree in Accounting or Business Administration may substitute for two years of the accounting experience.
- A CPA may substitute for the required four year degree

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.